

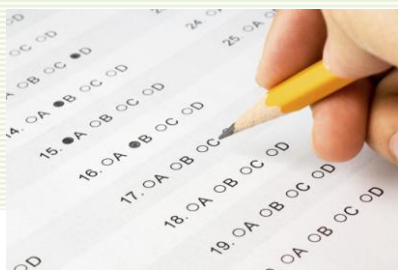
Quick Reference Guide:

Assessment Registration Collection

This guide will explain the process for generating barcode labels for students taking the CRT test.

Topics covered in this Quick Reference Guide include:

- *Creating Enrollments*
- *Grade Level Changes*
- *Part-time Students (including MT Youth Challenge, Job Corps, Digital Academy and Home school students)*
- *Sort-by Field*
- *Data Verification*



The Assessment Registration Collection identifies students that are required to take the CRT test. Students enrolled as of January 30, 2012 will have a barcode label generated at the district. Districts also have the option of entering additional criteria for the sorting of those labels.



Before beginning this process, there are a few considerations:

1. Which students need to be enrolled?

- Districts should ensure that **all enrollments for all students** are properly updated (new students entered and students who have left the district properly exited) through January 30, 2012. *page 2*

2. Do I need to update grade levels at semester?

- Districts which award credit at semester and make grade level changes in their own Student Information System should update those grade level changes in AIM prior to January 30, 2012 to ensure that the correct numbers of student barcode labels are generated for 10th grade students. *page 7*

3. What are the requirements for testing?

- Any student in grades 3 through 8 and 10, and enrolled at least quarter-time (180+ hours) is required to be tested – including students participating in other programs or primarily enrolled in either a home school or non-accredited private school. *page 7*

4. What is the Sort-By field and how is it used?

- Barcode labels come from the testing company sorted by District, School and Grade Level. Those districts wishing to have their labels sorted further (e.g., by student's classroom teacher, classroom number, homeroom, etc) need to enter that data in the Sort-by field no later than January 30, 2012. *page 8*

5. How do I verify that the data I have entered is accurate?

- Enrollment Status and custom Ad Hoc reports can be used to verify data that has been entered for CRT testing purposes. *page 9*

STUDENT ENROLLMENTS

Districts should update their enrollments through January 30, 2012 to reflect the movement of students in or out of the district.

Students who have left the district should have an End Date entered, with the appropriate End Status indicated.

Students who have entered the district need to have a Start Date entered and an appropriate Start Status entered.

Cyrus, Billy R
Grade: 04 #5 DOB: 09/12/2001 Gender: M

Credit Summary | **Assessment** | **Behavior** | **Graduation** | **AdHoc Letters** | **Records Transfer**

Summary | **Enrollments** | **Schedule** | **Attendance** | **Flags (formerly Programs)** | **Grades**

Print Enrollment History | New

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	04	P	11-12 Cascade School 2	08/31/2011	
Start Status: 02 Continued enrollment same school, no interruption					
End Status:					
	03	P	10-11 Cascade School	08/23/2010	06/03/2011
Start Status: 06 Transfer from an out of state school					
End Status: 100 End of year, returning to same school next year					

DIRECT ENTRY

Using the **Student Locator** is the preferred method to locate State ID's for students who are new to the district.

To use the **Student Locator**, set the **Year** to 11-12 and select the correct school. From the **Index**, expand **Student Information/Student Locator**.

Year: 11-12 School: Cascade School Calendar: 11-12 Cascade School 2

Index | **Search** | **Help**

System Administrator
Student Information
General
Health
Special Ed
Student Locator
Reports
Instruction
Census
Behavior
Health
Attendance
Scheduling
Grading & Standards
Programs
Ad Hoc Reporting
User Communication
System Administration
FRAM

Student Locator

Student Search
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in firstName and gender. Select a student from the list or click on Create New Student. When doing a SSN-only search, the user person.

Last Name: First Name:
Gender: Birth Date:
Middle Name:
SSN #: --
State ID:

Search-->

Enter the student's *Last Name, First Name* and *Gender*. Click **Search**.

Use the other identifiers (*Name, State ID, Gender, Birth Date* and *%*) to help identify a match. Hover over the record to see information about the student's last enrollment.

See **Student Locator Notes** on Page 4.

Student Locator

Student Search
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in firstName and gender. Select a student from the list or click on Create New Student. When doing a SSN-only search, the user person.

Last Name: Midler First Name: Bette
Gender: F Birth Date:
Middle Name:
SSN #: --
State ID:

Search-->

Name	State ID	Gender	Birth Date	%
Midler, Bette	683278863	F	12/01/2000	100

Phillipsburg K-12 Schools 11-12 Phillipsburg School
Last Enrolled: (09/01/2011-) in grade 05
Guardian Names:

Save

Person Info
 Student Number ☐ Generate Number
 State ID

Identity Info
 *Last Name *First Name Middle Name Suffix
 *Gender *Birth Date Soc Sec Number
 Race/Ethnicity
 *Is the individual Hispanic/Latino?
 N: No
 *Is the individual from one or more of these races?
 (check all that apply)
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ White
 Race Ethnicity
 Race/Ethnicity Determination

Date Entered US Date Entered US School
 Date Entered State School
 Nickname
 Comments
 Upload Picture

Enrollment Detail
 *Calendar *Schedule *Grade Class Rank Exclude ☐
 *Start Date No Show ☐ End Date End Action *Service Type

If the student already exists, click the student's name. If they are new to the school or to the state, click **Create New Student**.

Enter the *Student Number* (Local ID) – if applicable. Enter the **Identity Info** and **Enrollment Detail**. The fields in red are required.

Click **Save**.

If the student was previously enrolled in another MT district, a **Student Records Transfer** request will automatically appear. When using your personal log-in, your name and phone number (if entered on the **Demographics** tab) will appear under **Requesting District & User**. Enter comments if necessary.

Click **Submit Request**.

For more information on *Student Records Transfer*, see the *Quick Reference Guide on the OPI AIM Webpage under Reference Guides/Quick Reference Guides*.

Student Records Transfer

Request a Records Release
 This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student:
 Last Name First Name Middle Name
 Gender Birthdate SSN
 Grade School Start Date

Enrollment Type: Primary

Requesting District & User
 District Name Username
 Request Date Work Phone Email
 Comments
 Submit Request

Student Locator

Student Search
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered firstName and gender. Select a student from the list or click on Create New Student. When doing a SSN-only search, the person.

Last Name: Loveless
First Name: Patty
Gender: F
Birth Date: [] [] [] [] [] []
Middle Name: [] [] []
SSN #: [] [] [] [] [] []
State ID: [] [] [] [] [] []

Search-->

Name	State ID	Gender	Birth Date	%
No matches found				

Student Locator

Student Search
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered firstName and gender. Select a student from the list or click on Create New Student. When doing a SSN-only search, the person.

Last Name: Loveless
First Name: Patricia
Gender: F
Birth Date: [] [] [] [] [] []
Middle Name: [] [] []
SSN #: [] [] [] [] [] []
State ID: [] [] [] [] [] []

Search-->

Name	State ID	Gender	Birth Date	%
Loveless, Patricia	578671753	F	06/27/2003	100

Create New Student >

STUDENT LOCATOR NOTES

A student who has an existing State ID may not show as a match in the **Student Locator** for a variety of reasons.

In this example, the student's first name may be Patricia (Patty is a nickname). Entering Patty instead of Patricia shows "No matches found". Other examples are John vs. Jonathan, Elizabeth vs. Beth.

Another common error is a transposed *First Name/Last Name* or *Gender*. Try a variety of options before creating a new State ID.

If you know a student has an existing State ID, but are unable to find the ID using the **Student Locator**, call the student's prior district or the **OPI AIM Helpdesk** at 1-877-424-6681.

FILE UPLOAD (OPTION 1)

The first option for using the File Upload method is to do an extract from the district's Student Information System. Following instructions from your vendor, create an upload file in the *.tsv or *.txt format. Districts using this method will first need to do the Student Demographic file upload, followed by the Enrollment file upload.

From the **Index**, expand **MT State Reporting/MT Data Upload**. From **Import Type**, select **Student Demographics**. Under **Work to Perform**, select **Validate and Test**. Browse for the *.tsv or *.txt file. Click **Upload**.

Index Search Help

- System Administrator
- Student Information
- Instruction
- Census
- Behavior
- Health
- Attendance
- Scheduling
- Grading & Standards
- Programs
- Ad Hoc Reporting
- User Communication
- System Administration
- FRAM
- Messenger
- MT State Reporting
- MT Data Upload**
 - MT Extracts
 - Account Settings
 - Access Log
 - Campus Community
 - Log Off

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

- Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
- Load Partial File** - Data from the file will add to or update the current student record in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
- Student Demographics** - Field 11 (Race/Ethnicity) has been changed to a filler field and data in this field will no longer be imported.
- Student Enrollments** - Field 15 (No Show) has been changed to a filler field and data in this field will no longer be imported.
- Program Participation** - Fields 09, 10, 11, and 12 (Free/Reduced Lunch, SPED Status, Part B Start Date, Part B End Date) have been changed to filler fields and data in these fields will no longer be imported. As a result field 13 (Section 504) no longer has a validation and either Y or N will be imported.
- Career and Technical Education** - Fields 10, 11, and 14 (Tech Prep Participant, Non Traditional Enrollee, and Career Path) have been changed to filler fields and data in these fields will no longer be imported.

Import Options

Import Type: Student Demographics

Work to Perform: Validate and Test File

File: C:\Documents and Settings\cp823\Desktop\Student Demographics [Browse] [Upload]

Or

Result File: 08/31/2011 14:27:47 (COMPLETE) [Load]

Results:
 File Name: SD_0280_01092012.tsv
 Processing Started Time: Mon Jan 09 12:56:03 CST 2012.
 Processing Finished Time: Mon Jan 09 12:56:05 CST 2012.
 Total Time To Process File: 1.872 seconds.

0 Records Inserted.
 0 Records Changed.
 0 Records Deleted.
 0 Records No Changes.

Error Count:0
Warning Count:75

Error Detail:
 Line Number Error Message Content
 No Errors

Warning Detail:

Line Number	Warning Message	Content
2	Person already exists.	SD(0280)102142183(57)Strait(George)null(M)12/13/2002(null)NININININ(Y)null(null)2012
3	Person already exists.	SD(0280)105292304(18)Cash(Johnny)null(M)07/21/2003(null)NININININ(Y)null(null)2012
4	Person already exists.	SD(0280)109998785(21)Cline(Patsy)null(F)07/29/2000(null)NININININ(Y)null(null)2012
5	Person already exists.	SD(0280)126681106(61)Turner(Josh)null(M)08/13/2003(null)NININININ(Y)null(null)2012

Check the **Import Results Summary** for *Errors* and *Warnings*. The *Errors* must be corrected before uploading. The *Warnings* are messages about potential issues with uploading students – please check these thoroughly before changing the **Work to Perform** to **Load Partial File**.

When all *Errors* have been cleared and *Warnings* checked, change the **Work to Perform** to **Load Partial File**. The **Import Type** should be *Student Demographics*. Browse for the file and click **Upload**.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

- Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
- Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
- Student Demographics** - Field 11 (Race/Ethnicity) has been changed to a filler field and data in this field will no longer be imported.
- Student Enrollments** - Field 15 (No Show) has been changed to a filler field and data in this field will no longer be imported.
- Program Participation** - Fields 09,10,11, and 12 (Free/Reduced Lunch, SPED Status, Part B Start Date, Part B End Date) have been changed to filler fields and data in these fields will no longer be imported. As a result field 13 (Section 504) no longer has a validation and either Y or N will be imported.
- Career and Technical Education** - Fields 10,11, and 14 (Tech Prep Participant, Non Traditional Enrollee, and Career Path) have been changed to filler fields and data in these fields will no longer be imported.

Import Options

Import Type: Student Demographics

Work to Perform: Load Partial File

File: C:\Documents and Settings\cp8823\Desktop\SD_0280_01 [Browse...] [Upload]

Or

Result File: 08/31/2011 14:27:47 (COMPLETE) [Load]



FILE UPLOAD (OPTION 2)

The templates for **Student Demographics** and **Enrollments** are available on the OPI AIM Webpage. From the AIM Webpage, navigate to **General Information/Excel Templates**. Save the **Student Demographic** and **Student Enrollment Templates**.

Open the **Student Demographic Template**. Enter the required information (shown in red) for each student.

Delete the first three rows of the file and save as a *.tsv or *.txt file. Open the *.tsv or *.txt file and insert the header row (HD tab date tab time tab MT9.1). Save the file.

Follow the instructions to upload the file (see above). Repeat for the **Student Enrollment Template**.

	A	B	C	D	E	F	G	H	I	J	K
1	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file.										
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11
3	Record Type (SD)	District Number	Student's State ID	Student's Local ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Filler
4											
5											
6											
7	*HISPANIC/LATINO MUST BE ANSWERED Y OR N, AND AT LEAST ONE ADDITIONAL RACE MUST BE Y										
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

HD	01/09/2012	12:55:43	MT9.1								
SD	0280	102142183	57	Straight	George				M	12/13/2002	
SD	0280	105292304	18	Cash	Johnny				M	07/21/2003	
SD	0280	109998785	21	cline	Patsy				F	07/29/2000	
SD	0280	126681106	61	Turner	Josh				M	08/13/2003	
SD	0280	129626125	33	Ingram	Jack				M	10/22/2002	
SD	0280	141462093	65	Wilson	Gretchen				F	05/31/2003	
SD	0280	149989990	4	Atkins	Rodney				M	07/28/2000	
SD	0280	169888022	67	Judd	Wynonna				F	05/10/2005	
SD	0280	178838486	69	wicks	Chuck				M	02/13/2002	
SD	0280	185480102	43	McCoy	Neal				M	11/27/2004	
SD	0280	191749327	44	Messina	Jo	Dee			F	08/22/2002	
SD	0280	208391418	38	Lambert	Miranda				F	11/01/2005	
SD	0280	213132731	1234	chesney	Kenneth				M	05/09/2004	
SD	0280	217384985	13	Bryan	Luke				M	02/14/2001	
SD	0280	249933695	9	Bentley	Dierks				M	04/21/2005	
SD	0280	264284576	58	Swift	Taylor				F	05/13/2006	
SD	0280	269478660	8	Perry	Reid				M	02/15/2006	
SD	0280	272803455	39	Ledoux	Christopher				M	04/28/2005	
SD	0280	279594334	36	Keith	Toby				M	01/15/2000	
SD	0280	282231671	70	Brown	Zac				M	03/10/2004	
SD	0280	296640218	50	Paisley	Brad				M	02/03/2004	
SD	0280	298253278	1	Adkins	Trace				M	08/25/2006	
SD	0280	299324687	10	Hartman	Lisa				F	07/17/2006	
SD	0280	327444245	17	Carter	June				F	08/10/2003	
SD	0280	327454234		Brooks	Kix				M	05/08/2007	
SD	0280	328956075	7	Perry	Nell				M	03/04/2004	

NOTES ABOUT START STATUS CODES AND ENROLLMENT SERVICE TYPES

Enrollment **Start Status** codes should accurately reflect the last active enrollment of a student. If a student was previously enrolled in a home school, the **Start Status** for the student is **09: Transfer from a home school in state**. If the student was previously enrolled in a private school in Michigan, the **Start Status** for the student is **06: Transfer from an out of state school**. Students should only have an **01: First time receiving educational services Start Status** if they have never been enrolled in any type of school. Kindergarten students are always **01: First time receiving educational services**, unless they were enrolled in a public school's PK program for Special Education services or they are repeating Kindergarten.

Service Types should accurately reflect the type of service the student is receiving from the district. Students who are regularly enrolled in the district should have a **Service Type** of **P: Primary**, regardless of the programs they are enrolled in at the district. Students who are only getting Special Education Services (PK students or students concurrently enrolled at a private or home school) should have a **Service Type** of **N: Special Ed Only**. Students who are primary enrolled outside of the district, but participate in an accredited educational program at the district should be enrolled with a **Service Type** of **S: Partial**.

GRADE LEVEL CHANGES

If the school district's policy is to change student Grade Levels at semester (based on the number of credits earned), those changes must be made in AIM to ensure that students are properly coded for CRT testing.

Students should have their current enrollment ended as of the last day of the first semester, with an End Status of 105: Change in grade level during regular school year.

A new enrollment should be created with the new Grade Level as of the first day of the second semester, with a Start Status of 02: Continued enrollment same school, no interruption.

Districts may use the File Upload method for Grade Level changes.

Evans, Sara
Grade:03 #26 DOB:02/13/2004 Gender:F

Demographics Identities Households Relationships **Enrollments** District Employment District

Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	03	P	11-12 Cascade School 2	01/03/2012	
Start Status: 02 Continued enrollment same school, no interruption					
End Status:					
	02	P	11-12 Cascade School 2	08/31/2011	12/22/2011
Start Status: 02 Continued enrollment same school, no interruption					
End Status: 105 Change in grade level during regular school year					
	01	P	10-11 Cascade School	08/23/2010	06/03/2011
Start Status: 06 Transfer from an out of state school					
End Status: 100 End of year, returning to same school next year					

TESTING REQUIREMENTS

Any student in grades 3-8 or 10 enrolled at least quarter-time in the district is required to take the CRT test (*unless the student has a primary enrollment in another MT public or non-public accredited school*).

Students enrolled at MT Youth Challenge, Job Corps, Digital Academy and students enrolled at least quarter time in a public school with a concurrent enrollment in home school or a non-accredited private school are included in the testing requirement.

Students who are enrolled in the district at least quarter time and in one of these programs who do not test will be assigned a score of Novice and designated as a non-participant.

Aguilera, Christine
Grade:10 DOB:04/25/1996 Gender:F

Demographics Identities Households Relationships **Enrollments** District Employment District

Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	10	S	11-12 Cascade High School	08/31/2011	
Start Status: 09 Transfer from home school within the state Two Digital Academy Classes					
End Status:					

Students in **MT Youth Challenge** or **Job Corps** should have their program identified on the **Flags (formerly Programs)** tab.

The *Start Date* is the first date of enrollment in the program.

NOTE: Students who take a GED test at the center must be exited prior to the student's GED test date.

Bieber, Justin D
Grade: 12 DOB: 03/01/1993 Gender: M

Credit Summary | **Assessment** | **Behavior** | **Graduation** | **AdHoc Letters** | **Records Transfer**

Summary | **Enrollments** | **Schedule** | **Attendance** | **Flags(formerly Programs)** | **Grades**

New

Note: Curriculum Programs have been moved to the new Academic Program tab located in Student Information > Academic Planning > Academic Program

Flag	Start Date	End Date	User Warning
MT Youth Challenge	01/17/2012		

SORT BY FIELD

The *Sort By* field is a part of the student's enrollment record (either direct entry or file upload). The *Sort By* field is an additional identifier used for sorting test booklet labels (either ELP or CRT). The *Sort By* field can contain teacher name, team name, room number, or any other sort option desired. Labels will be sorted first by *District*, then *School*, then *Grade*, then *Sort By* field (if entered). Entering data into the *Sort By* field is optional.

Data may be entered into the *Sort By* field manually (enter the information directly into the student's enrollment record) or through the file upload process (using the Student Enrollment upload file).

Denver, John
Grade: 05 #25 DOB: 01/02/2001 Gender: M

Credit Summary | **Assessment** | **Behavior** | **Graduation** | **AdHoc Letters** | **Records Transfer**

Summary | **Enrollments** | **Schedule** | **Attendance** | **Flags(formerly Programs)** | **Grades** | **Transcript**

Save | **Delete** | **Print Enrollment History** | **New**

Other Program Participation
Receives Supplemental Educ Svcs (SES)

☐ LEP
Date 1st Identified as LEP
Date English Proficient

Primary Language
Language Of Impact
Title III

☐ Migrant
☐ Immigrant
Date Immigrant Entered US School

☐ 21st Century Participant
☐ Foreign Exchange
☐ Gifted/Talented

☐ Homeless
Homeless Night Time Residence
McKinney-Vento
Unaccompanied Youth

☐ Section 504

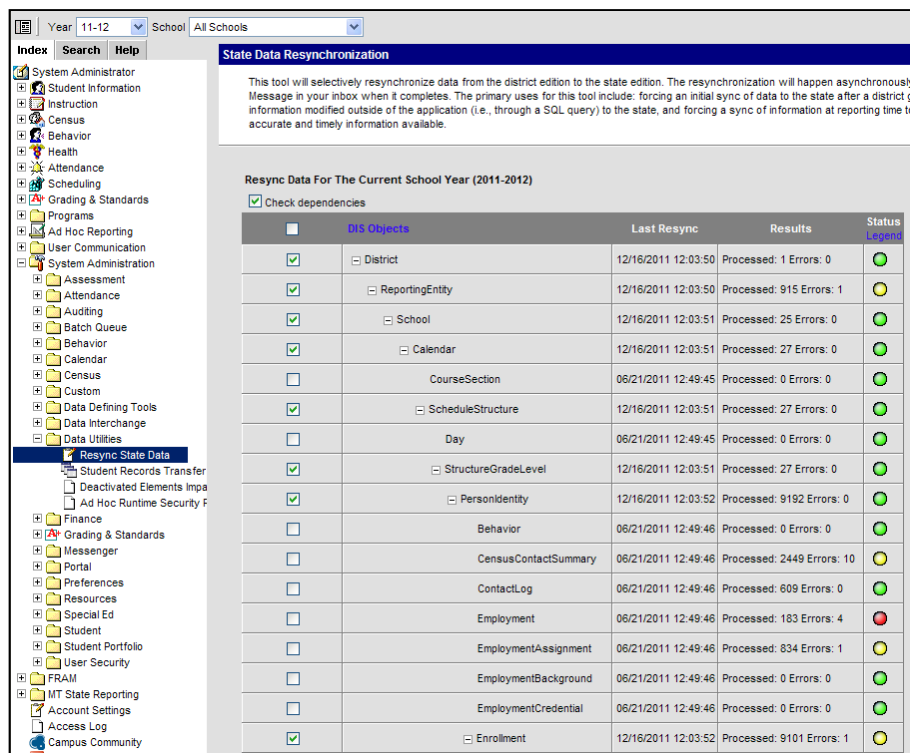
Optional
Sort By
Mrs. Teacher

DATA SYNC

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**. Set the *Year* to 11-12.

To sync **Enrollments** data, check the box for *Enrollment*. All associated boxes will automatically populate. At the bottom, click **Send Resync**.

A data sync is required for all file uploads and recommended before data collection due dates.



State Data Resynchronization

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously. Message in your inbox when it completes. The primary uses for this tool include: forcing an initial sync of data to the state after a district's information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to accurate and timely information available.

Resync Data For The Current School Year (2011-2012)

☒ Check dependencies

<input type="checkbox"/>	DIS Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/>	District	12/16/2011 12:03:50	Processed: 1 Errors: 0	
<input checked="" type="checkbox"/>	ReportingEntity	12/16/2011 12:03:50	Processed: 915 Errors: 1	
<input checked="" type="checkbox"/>	School	12/16/2011 12:03:51	Processed: 25 Errors: 0	
<input checked="" type="checkbox"/>	Calendar	12/16/2011 12:03:51	Processed: 27 Errors: 0	
<input type="checkbox"/>	CourseSection	06/21/2011 12:49:45	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	ScheduleStructure	12/16/2011 12:03:51	Processed: 27 Errors: 0	
<input type="checkbox"/>	Day	06/21/2011 12:49:45	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	StructureGradeLevel	12/16/2011 12:03:51	Processed: 27 Errors: 0	
<input checked="" type="checkbox"/>	PersonIdentity	12/16/2011 12:03:52	Processed: 9192 Errors: 0	
<input type="checkbox"/>	Behavior	06/21/2011 12:49:46	Processed: 0 Errors: 0	
<input type="checkbox"/>	CensusContactSummary	06/21/2011 12:49:46	Processed: 2449 Errors: 10	
<input type="checkbox"/>	ContactLog	06/21/2011 12:49:46	Processed: 609 Errors: 0	
<input type="checkbox"/>	Employment	06/21/2011 12:49:46	Processed: 183 Errors: 4	
<input type="checkbox"/>	EmploymentAssignment	06/21/2011 12:49:46	Processed: 834 Errors: 1	
<input type="checkbox"/>	EmploymentBackground	06/21/2011 12:49:46	Processed: 0 Errors: 0	
<input type="checkbox"/>	EmploymentCredential	06/21/2011 12:49:46	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	Enrollment	12/16/2011 12:03:52	Processed: 9101 Errors: 1	

DATA VERIFICATION

Data Verification is a process that begins at the district level. If the data in the district's Student Information System is incorrect, the data in the AIM MT Edition and AIM State Edition will likely be incorrect as well.

The first step in the data verification process is to make sure the data is correct at the district level. This may involve a dialogue with specific program staff.



Once the data has been verified in the district's SIS and transferred to AIM (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data.

Enrollment numbers may be verified using the **Student Information Reports** and **Ad Hoc Reporting Tool**.

Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

Enrollment Add Date: From To

Enrollment Drop Date: From To

Display Options: ☒ Start Date ☒ End Date

How would you like the report sorted?

☒ Alpha ☐ Grade ☐ Student Number

Which enrollment status would you like to include in the report?

Start Status: All

End Status: All

☐ Print in HTML format

Generate Report

STUDENT INFORMATION REPORTS

From the **Index**, expand **Student Information/Reports**.

The **Enrollment Status** report lists students by name, according to set criteria.

The **Enrollment Summary** report gives a count of students by *School, Grade, Race/Ethnicity* and *Gender* as of a specific date.

Enrollment Summary Report

This report will list a breakdown of enrollments grouped by school, grade, gender and race/ethnicity. The report can be generated using Federal Race/Ethnicity designations or State Race/Ethnicity values. If your state has many different values for Race/Ethnicity, the Tall report format is recommended. Students with enrollments flagged as "No Show" are not included in this report.

Enrollment Effective Date: 02/01/2012

Which schools would you like to include in the report?

All Schools

Which Race/Ethnicity values would you like to use?

☐ Federal Race/Ethnicity Values ☐ State Race/Ethnicity Values

How would you like to format the report?

☐ Original Format: Race/Ethnicities across the top and Grade Levels vertically ☐ Tall Format: Grade Levels across the top and Race/Ethnicities vertically

What types of enrollments would you like to include in the report?

☒ P Primary ☒ S Partial ☒ N Special Ed Services

Report Options:

☐ Observe State Exclude (Do not include enrollments marked as state exclude)

☐ Only print Race/Ethnicities in which there is at least one student with that value

☐ Print in HTML format

Generate Report

AD HOC REPORTING

Another method for data verification is the use of the **Ad Hoc Reporting** tool.

From the **Index**, expand **Ad Hoc Reporting**. Select **Filter Designer**.

To create a new filter, select *Create a new Filter using the Query Wizard* and **Data Type Student**.

Click **Next**.

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through input to a report.

Saved Filter

student American Indian Student Achievement Gap Pa

student CTE Concentrators

student Fall Enrollment

Create New

Filter Type

☒ Query Wizard ☐ Selection Editor ☐ Pass-through SQL Query

Data Type

☒ Student ☐ Census/Staff ☐ Course/Section

Create

Search Edit Copy Delete Export

Create a new Folder

Ad Hoc Query Wizard - Field Selection

*Query Name: CRT Barcode Labels

Short Description:

Long Description:

Select categories & fields

Filter By: Search

All Fields

- attendanceSpringSnapshot
- attendanceTestingSnapshot
- immigrantDate
- careerPath
- concentrationArea
- postGraduationStatus
- techPrepParticipant
- noTraditionalEnrollee
- dateContacted
- identifiedDate
- fall10DayAbsent
- spring10DayAbsent
- supplementalEducationServices
- sortBy
- neglected
- truantSem1
- truantSem2
- delinquent
- AI All Enrollments
- AI Enrollment History
- AI Membership Day Counts
- AI Membership/Attendance Detail

Selected Fields

- student.stateID
- student.lastName
- student.firstName
- student.grade
- student.serviceType
- student.startDate
- student.endDate
- student.activeToday
- es.sortBy

Add Function

< Back

Give the query a name.

Select the fields to include in the report.

Expand /contract the field groups by clicking the plus (+) or minus (-) signs. To move a field to the **Selected Fields** box, just click the name of the field.

To search for fields, type in all or part of the field name in the *Filter By* box.

Once the fields are all in the **Selected Fields** box, click **Next**.

Field recommendations for this Ad Hoc Report are listed on the next page.

Enter any applicable filter data (**Operator** and **Value**).

Click **Next**.

Operator and Value recommendations for this Ad Hoc Report are listed on the next page.

Ad Hoc Query Wizard - Filter Parameters

*Query Name: CRT Barcode Labels

Short Description:

Long Description:

Filter the data

ID	Field	Operator	Value
1	student.stateID		
2	student.lastName		
3	student.firstName		
4	student.grade	IN	03,04,05,06,07,08,10
5	student.serviceType	NOT IN	N
6	student.startDate		
7	student.endDate		
8	student.activeToday	= TRUE	
9	es.sortBy		

Add

Ad Hoc Query Wizard - Output Formatting

*Query Name: CRT Barcode Labels

Short Description:

Long Description:

Format the output file/report

☐ Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID	1			State ID			
student.lastName	3	Ascend		Last Name			
student.firstName	4	Ascend		First Name			
student.grade	1	Ascend		Grade			
student.serviceType				Service Type			
student.startDate				Start Date			
student.endDate				End Date			
student.activeToday							
es.sortBy	2	Ascend		Sort By Data			

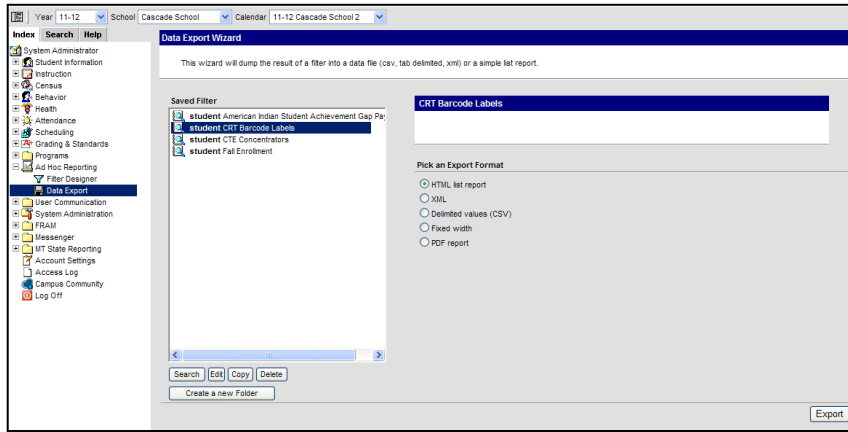
Save To: ☒ User Account
Folder:

☐ User Groups

Save

Choose *Output, Sequence (Seq), Sort & Direction, Column Header, Alignment, Formatting and Length* as appropriate.

Click **Save** or **Save & Test** (to preview results).



To access existing Ad Hoc Reports, from the **Index**, expand **Ad Hoc Reporting**. Select **Data Export**.

Choose the correct *Year*, *School* and *Schedule* (if applicable). *All Schools* will generate the report for all schools in the district.

Select the name of the report to export and choose an **Export Format**. Click **Export**. The report will open in a new window.

ASSESSMENT REGISTRATION AD HOC REPORT

Fields to include for an Assessment Registration Ad Hoc Report:

- Demographics
 - ✓ stateID
 - ✓ lastName
 - ✓ firstName
 - ✓ grade
 - ✓ serviceType
 - ✓ startDate
 - ✓ endDate
 - ✓ activeToday
- Learner/State Localized Elements
 - ✓ sortBy

Filter recommendations for the Assessment Registration Ad Hoc Report:

- Operator/Value
 - ✓ student.grade: IN/03,04,05,06,07,08,10 (no spaces between grades)
 - ✓ student.serviceType: NOT IN/N (excludes students ONLY enrolled for Special Education services)
 - ✓ student.activeToday: =TRUE **OR** student.endDate => 1/30/2012

Sort recommendations for the Assessment Registration Ad Hoc Report:

1. student.grade
2. student.lastName
3. student.firstName

Schools may wish to add the es.sortBy field to this sort order (either first or second – depending upon how the sortBy field is entered).